

Is it a new app or an existing app?

Is this a federal, state, local, or school RFP?

Is this a small business or is 8a set aside?

Is there agency preference for any IDIQ Contract Vehicle?

What is the high-level SOW/summary?

Is it relevant to us and can we do this on our own?

What government agency is this proposal for? Please name the agency.

What is the proposal submission deadline?

What are the requirements for submission? Please list all of them.

Are there any obvious show-stoppers?

Have we contacted the contracting officer? Who is he/she? Name/Email/Phone number?

What is the length of the contract?

Do we have two weeks to work on this?

Is there any company that's already working with them (incumbent)? If there is, please name the company name and the website.

Is the incumbent also bidding for this opportunity?

Is it a buy option (Off the shelf) or a build (Custom Development)?

Will the application be hosted on Cloud or on the client premise?

How many client references are required in the proposal and what should be their qualification?

How do we submit the proposal? Email? Bid website? Sealed Proposal? (Add email, links, or address)?  
How many copies?

Is there a budget defined in the proposal? If yes, what is the budget or details for costing/pricing?

Are there any compliances required for this opportunity?

Is there a pre-proposal conference date and link? Please provide the date and time for it.

Is the Q&A pre-proposal conference mandatory?

What is the questionnaire submission deadline?

Please attach Q&A responses for the opportunity.

Is the information clear to the business analyst?

Is there any requirement that has to be clarified from the agency by our BA?